

RECORDS RETENTION SCHEDULE

GC 27686

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2nd Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by email at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION Air Resources Board		(2) AGENCY BILLING CODE 64600		(3) PAGE 1 OF 10 PAGES	
(4) DIVISION/ BRANCH/ SECTION Mobile Source Control Division - North		(5) ADDRESS 1001 I Street, Sacramento, California 95814			
CHECK THE APPROPRIATE BOX					
(6) <input type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9) – (12)]					
(7) <input type="checkbox"/> Revising a previous schedule. [Complete boxes (13) – (16)] (A new approval number will be assigned.)					
(8) <input checked="" type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13) – (16)] (The original approval number will remain in effect.)					
NEW SCHEDULE INFORMATION (If applicable)		(9) SCHEDULE NUMBER 23	(10) SCHEDULE DATE 4/9/2007	(11) NUMBER OF PAGES 10	(12) CUBIC FEET (Total Schedule) 969
PREVIOUS SCHEDULE INFORMATION (If applicable)		(13) SCHEDULE NUMBER 07-150	(14) APPROVAL NUMBER 07-150 - Amendment 1	(15) APPROVAL DATE (S) 6/8/2007	(16) PAGE NUMBER(S) REVISED – 1, 2, 6, 7, 8
(17) MISSION/FUNCTIONAL STATEMENT: The Mobile Source Control Division is responsible for developing statewide programs and strategies to reduce the emission of smog-forming pollutants and toxics by mobile sources. These include both on and off-road sources such as passenger cars, motorcycles, trucks, busses, heavy-duty construction equipment, recreational vehicles, marine vessels, lawn and garden equipment, and small utility engines.					
PART I – AGENCY STATEMENTS					
As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. <i>For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.</i>					
(18) SIGNATURE – MANAGER RESPONSIBLE FOR THE RECORDS 		(19) TITLE Robert H. Gross Division Chief		(20) PHONE NUMBER 626-575-6807	(21) DATE SIGNED 11/9/07
In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.					
(22) SIGNATURE – RECORDS MGMT. ANALYST 		(23) CLASSIFICATION AGPA	(24) NAME (Printed or Typed) Laura Gonzalez	(25) PHONE NUMBER 916-324-1921	(26) DATE SIGNED 11/19/07
PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)					
(27) SIGNATURE – CalRIM CONSULTANT 			(28) APPROVAL NUMBER 07-312	(29) DATE SIGNED 12/2/2007	(30) EXPIRATION DATE 12/2/2012
PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)					
THE ATTACHED RECORDS RETENTION SCHEDULE:					
(31) <input type="checkbox"/> Contains no material subject to further review by the California State Archives					
(32) <input checked="" type="checkbox"/> Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)					
(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE 				(34) DATE SIGNED Dec. 7, 2007	





Linda S. Adams
Secretary for
Environmental Protection

Air Resources Board

Mary D. Nichols, Chairman
1001 I Street • P.O. Box 2815
Sacramento, California 95812 • www.arb.ca.gov



Arnold Schwarzenegger
Governor

TO: Laura Gonzalez, Records Management Coordinator
FROM: Kathy Leuterio, Division Coordinator Mobile Source Control Division/North
DATE: November 9, 2007
SUBJECT: Records Retention Schedule #07-150, Amendment 1

Attached is the Mobile Source Control Division/Sacramento Records Retention Schedule #07-150, Amendment 1.

The following items have been changed:

- 1) Page 1, Box 8 – Indicating amendment submittal
- 2) Page 1, Box 13 – Schedule Number 07-150
- 3) Page 1, Box 14 – Approval Number 07-150 Amendment 1
- 4) Page 1, Box 15 – Approval Date – 6/8/2007
- 5) Page 1, Box 16 – Page Numbers Revised: 1, 2, 4, 6, 7 & 8
- 6) Page 1, Box 24 – Laura Gonzalez is current Records Management Analyst
- 7) Page 2, Item #6, Page 6, Item #33 and Page 7, Item #44 have been modified from:
Personnel files (removing) **and copies of Travel Expense Claims** to
Personnel files.
- 8) Page 8, added Line 49 listing 31 boxes of Zero Emission Vehicle Letters and Clean Air Car Campaign Cards that are located at 1001 I Street, Sacramento, CA.

07-312

*The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption.
For a list of simple ways you can reduce demand and cut your energy costs, see our website: <http://www.arb.ca.gov>.*

California Environmental Protection Agency

07-312

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

**MOBILE SOURCE CONTROL DIVISION
(MSCD-North)**
RECORDS MANAGEMENT

1	.5		Std. Form 73 Records Retention Schedules	P	C				C		Retain as current until superseded. Although revision is required every five years from the date approved by Department of General Services (DGS), Records Retention Schedules (RRS) that are not revised remain in effect but are considered non-current.
2	.5		Std. Form 70, Records Inventory Worksheet	P	C				C		Retain as current until next inventory.
3	.5		Std. Form 71, Records Transfer List	P	C				C		Retain as current until all records listed have been destroyed, retired permanently, transferred to State Archives, or when no longer needed, whichever is later.
4	.5		Std. Form 76, State Records Center Reference Request (Departmental record copies)	P	C				C		Retain as Active until request for referral or withdrawal is completed.

**ON-ROAD CONTROLS BRANCH
(ORCB)**
ADMINISTRATIVE MANAGEMENT

5	10		Chronological Files: Files contain Branch chronology files, general correspondence, scientific data, and division letters and memos.	P	2			3	5		This is information generated by MSCD-North. These records are of historical significance to the Air Resources Board (ARB) and the State of CA. To be stored until no longer needed for reference, research, or analysis, whichever is later.
6	5		Personnel files.	A					A	XI	Confidential informal files. Maintain until individual retires, separates, or leaves department. Originals are kept in Administrative Services Division (ASD). Requires confidential destruction.

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(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

7	2		Division Assignments (Work in progress) Responses to inquiries, Correspondence and back up material.	P		A+2			A+2		These assignments come in from Division Chief or higher requesting technical responses to inquiries from the public and Governor's Office. They are necessary for Branch operations. Active until program/projects are completed.
8	1		Equipment Requests, Form 5's	P		A+2			A+2		Working files necessary for Branch operations. Originals are kept in ASD.
9	1		Contracts (Branch copies)	P		A+3			A+3		Information copies only. Contracts are working copies only. Originals kept in ASD. Active until contract is complete – keep three more years, then destroy.
			PROGRAM MANAGEMENT								
			Lower Emission School Bus Program								
10	.5		Background Program Information	P		A+7			A+7		Program files necessary for Branch operations. Active until program/projects are completed.
11			Department of Education Database: Lists the school bus population owned by public school districts, along with confidential information such as VIN number, license number, etc.	E		A+7			A+7	XI	Confidential program database necessary for Branch operations. Active until program/projects are completed.
12			South Coast Air Quality Management District Database.	E		A+7			A+7		Program database necessary for Branch operation. Active until program/projects are completed.
13			EMFAC (Emission Factor) On-Road Mobile Source Emission Inventory Model Outputs Database.	E		A+7			A+7		Program database necessary for Branch operations. Active until program/projects are completed.
14			California Highway Patrol (CHP) School Bus Database: includes all school buses registered by private & public schools with CHP.	E		A+7			A+7		Program database necessary for Branch operations. Active until program/projects are completed

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(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

Chip.Reflash Regulations Program

15	2		Program Background files.	P		A+7			A+7		Program files necessary for Branch operations. Active until program/projects are completed.
16	2		Consent Decree Negotiations	P		A+7			A+7	X	Confidential Program files necessary for Branch operations. Contains proprietary manufacturers' information. Active until program/projects are completed. Confidential Destruction only.
17			IRP (International Registration Plan) Truck Database of California base plated trucks.	E		A+7			A+7		Program database necessary for Branch operation. Active until program/projects are completed.
18			EMFAC (Emission Factor) On-Road Mobile Source Emission Inventory Model Outputs Database.	E		A+7			A+7		Program database necessary for Branch operations. Active until program/projects are completed.
19			Database: Truck and other vehicle population, furnished by DMV.	E		A+7			A+7	X	Confidential program database necessary for Branch operations. Active until program/projects are completed.

Carl Moyer Grant Program

20	24		Grants by District	P		A+7			A+7		Program files necessary for Branch operations. Active until program/projects are completed.
21	10		Guidelines and background files	P		A+5			A+5		Program files necessary for Branch operations. Active until program/projects are completed.
22	1		Program Status Reports	P		A+5			A+5		Program files necessary for Branch operations. Active until program/projects are completed.

Program Advisory Board Report

23	.5		Program Background files	P		A+5			A+5		Program files necessary for Branch operations. Active until program/projects are completed.
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(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
24	.5		Multidistrict Solicitation, Application and Grant files.	P		A+7			A+7		Program files necessary for Branch operations. Active until program/projects are completed.
25	.5		NOX/PM Incentive Program Grant Files	P		A+7			A+7		Program files necessary for Branch operations. Active until program/projects are completed.
26	.5		Lowenthal Program Grant Files	P		A+7			A+7		Program files necessary for Branch operations. Active until program/projects are completed.
27	.5	NOTIFY ARCHIVES	Light-duty Voluntary Accelerated Vehicle Retirement (VAVR) Program: Background files, Board correspondence, and regulatory documents.	P		A+7			A+7		Program files necessary for Branch operations. Active until program/projects are completed.
28	2	NOTIFY ARCHIVES	Ozone State Implementation Plan for Mobile Sources: Reports and Background files.	P		A+7			A+7		Program files necessary for Branch operations. Active until program/projects are completed.
29	2	NOTIFY ARCHIVES	Transit Fleet Rule Hybrid Bus Test Procedures: Board correspondence, Background files, and regulatory documents.	P		A+7			A+7		Program files necessary for Branch operations. Active until program/projects are completed.
30	.5	NOTIFY ARCHIVES	Urban Bus Regulation: Board correspondence, background files, and regulatory documents.	P		A+7			A+7		Program files necessary for Branch operations. Active until program/projects are completed.
31	.5	NOTIFY ARCHIVES	Heavy Duty Diesel Regulations: Board correspondence, background files and regulatory documents.	P		A+7			A+7		Program files necessary for Branch operations. Active until program/projects are completed.
			HEAVY-DUTY DIESEL IN-USE STRATEGIES BRANCH (HDDIUS)								
			ADMINISTRATIVE MANAGEMENT								
32	15		Chronological Branch Files, general correspondence, scientific data, division letters and memos.	P		2		13	15		Historical significance to ARB and the State of CA. To be stored until no longer needed for reference, research, or analysis, whichever is later.

ITEM # (37)	CUBIC FEET * (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
33	15		Personnel Files.	P		A			A	XI	Confidential informal files. Maintain until individual retires, separates, or leaves department. Originals are kept in ASD. Requires confidential destruction.
34	3		Equipment Requests, Form 5's.	P		A+2			A+2		Working files necessary for Branch operations. Originals are kept in ASD
35	3		Division Assignments, includes responses to inquiries, correspondence and back up material.	P		A+2			A+2		Files necessary for Branch operations. Active until program/projects are complete
36	6		Contracts (copies)	P		A+3			A+3		Contracts are working copies only. Originals kept in ASD. Active until contract complete – keep three more years. This information requires confidential destruction methods.
			PROGRAM MANAGEMENT								
37	10	NOTIFY ARCHIVES	Transit Fleet Vehicle Regulation. Board correspondence, background files, regulatory compliance and outreach materials.	P		A+3		7	A+10		Program files necessary for Branch operations. Active until program/projects are completed.
38	10	NOTIFY ARCHIVES	Urban Bus Regulation. Board correspondence, background files, regulatory compliance and outreach materials.	P		A+7			A+7		Program files necessary for Branch operations. Active until program/projects are completed.
39	100	NOTIFY ARCHIVES	Off-Road Regulation. Board correspondence, background files, regulatory compliance and outreach materials.	P		A+7			A+7		Program files necessary for Branch operations. Active until program/projects are completed.
40	175	NOTIFY ARCHIVES	Private On-Road Regulation. Board correspondence, background files, regulatory compliance and outreach materials.	P		A+7			A+7		Program files necessary for Branch operations. Active until program/projects are completed.

ITEM # (37)	CUBIC FEET * (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
41	10	NOTIFY ARCHIVES	Solid Waste Collection Vehicle Regulation. Board correspondence, background files, regulatory compliance and outreach materials.	P		A+7			A+7		Program files necessary for Branch operations. Active until program/projects are completed.
42	82	NOTIFY ARCHIVES	Public Agency and Utility On-Road Regulation. Board correspondence, background files, regulatory compliance and outreach materials.	P		A+7			A+7		Program files necessary for Branch operations. Active until program/projects are completed.
			SUSTAINABLE TRANSPORTATION TECHNOLOGY BRANCH (STTB)								
			ADMINISTRATIVE MANAGEMENT								
43	10		Branch Chronological Files, general correspondence, scientific data, division letters and memos.	P		2		13	15		The information contained in these records is of historical significance to ARB and the State of CA. To be stored until no longer needed for reference, research, or analysis, whichever is later.
44	3		Personnel Files.	P		A			A	XI	Confidential informal files. Maintain until individual retires, separates, or leaves department. Originals are kept in ASD. Requires confidential destruction.
45	1		Equipment Requests, Form 5's.	P		A+1			A+1		Working files necessary for Branch operations. Originals are kept in ASD.
46	3		Division Assignments (work in progress) - includes responses to inquiries, correspondence and back up material.	P		A+2			A+2		These assignments come in from Division Chief or higher requesting technical responses to inquiries from the public and Governor's Office. Files necessary for Branch operations. Active until program/projects are completed.
47	.5		Contracts, Budget issues and Special Project Plans.	P		A+3			A+3		Contracts are working copies only. Originals kept in ASD. Active until contract complete - keep three more years.

ITEM # (37)	CUBIC FEET * (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
48	2		Public Records Requests: Response to requests for information about issues and programs within the jurisdiction of STTB.	P		1			1		Retain on site for legal review or until no longer needed for reference, research, or analysis, whichever is later.
49	31		Zero Emission Vehicle Letters & Clean Air Cars Campaign Cards from the public	P		A+2			A+2		Retain on site for legal review or until no longer needed for reference, research, or analysis, whichever is later.
			PROGRAM MANAGEMENT								
			Zero Emission Vehicle Program (ZEV)								
50	1		Chronological Files including scientific data from clients, industry, and Legislators.	P		A+4			A+4		Program files necessary for Branch operations. Active until program is completed. Files to remain on-site for reference, research, and analysis.
51	.5		Zero Emission Bus Regulation.	P		A+3			A+3		Working files necessary for Branch operations. Active until program is completed. Files to remain on-site for reference, research and analysis.
52	1		Final Documents relating to ZEV Regulation.	P		5		7	12		Reference copies only. See Legal Office for permanent documents. Non confidential destruction.
53	39		Regulation auto manufacturers credit data.	P		C+10		10	C+20	X	Confidential information generated by MSCD. Information is of historical value to ARB and the State of CA. Store until no longer needed for reference, research, or analysis, whichever is later.
54	1		Memorandum of Agreements Annual Reports.	P		C+5		5	C+10		Confidential information generated by MSCD, includes proprietary information. Information is of historical significance to ARB and the State of CA. Store until no longer needed for reference, research, or analysis, whichever is later.
55	.5		Regulatory Manufacturers Advisory documentation and associated workshop records.	P		5		5	10		Working files necessary for Branch operations and for reference, research and analysis, until no longer needed.

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(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
56	2		Incentive Program grants recipient files.	P		A+7			A+7		Confidential information generated by MSCD; contains addresses and personal information of recipients. Information is of historical significance to ARB and the State of CA. Store until no longer needed for reference, research, or analysis, whichever is later.
57	2		Fleet Zero Incentive Program (ZIP) Contracts and Grants.	P		A+7			A+7		Contracts are working copies only. Files to remain on-site for reference, research, and analysis.
58	2		Electric Vehicle Loan Program	P		A+7			A+7		Working files necessary for Branch operations. Active until program is completed. Files to remain on-site for reference, research, and analysis.
59	3		Large Spark Ignition Rulemaking	P		A+7			A+7		Working files necessary for Branch operations. Active until program is completed. Files to remain on-site for reference, research and analysis. Originals are in Office of Legal Affairs (OLA).
60	2		Watercraft Rulemaking	P		A+7			A+7		Working files necessary for Branch operations. Active until program is completed. Files to remain on-site for reference, research and analysis. Originals are in OLA.
61	.5		Environmental Vehicle Labeling	P		A+3			a+3		Working files necessary for Branch operations. Active until program is completed. Files to remain on-site for reference, research and analysis.
			Hydrogen Highway Network								
62	.5		Blueprint Public Education Topic Team documents.	P		A+3			A+3		Working files necessary for Branch operations. Active until program is completed. Files to remain on-site for reference, research and analysis.

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(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
63	1		Senate Bill 76: Environmental Justice Outreach.	P		A+3			A+3		Working files necessary for Branch operations. Active until program is completed. Files to remain on-site for reference, research and analysis.
64	.5		Senate Bill 76 Workshops and Presentations.	P		A+3			A+3		Working files necessary for Branch operations. Active until program is completed. Files to remain on-site for reference, research and analysis.
65	.5		Senate Bill 76 Request for Proposal.	P		A+3			A+3	X	Confidential files necessary for Branch operations. Active until programs and projects are completed. Proprietary information due to confidential formulas. Requires confidential destruction.
			Climate Change (Assembly Bill 1493)								
66	2	NOTIFY ARCHIVES	Environmental Justice Outreach and Alternative Strategies documentation.	P		A+3			A+3		Working files necessary for Branch operations. Active until program is completed. Files to remain on-site for reference, research and analysis.
67	3	NOTIFY ARCHIVES	Climate Change (Assembly Bill 1493) Regulation.	P		A+3			A+3V		Working files necessary for Branch operations. Active until program is completed. Files to remain on-site for reference, research and analysis.
68	2	NOTIFY ARCHIVES	Climate Change Action Team files.	P		A+3			A+3		Working files necessary for Branch operations. Active until program is completed. Files to remain on-site for reference, research and analysis.

TOTAL: 969 Cu. Ft.